

TOWN OF NORTH HAVEN PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: October 15, 2015

Closing Date: When filled.

FROM: DIRECTOR OF PW FIELD OPERATIONS

DEPARTMENT: FIELD OPERATIONS

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Laborer	2	\$19.81	\$22.03

PERMANENT: Yes TEMPORARY: No If Temporary, for how long? N/A WHICH SHIFT? Days

FULL TIME: Yes HOURS: 40 PART TIME: No If part time, what hours or days?

II. REASON FOR NEED

REPLACEMENT: Yes ☒ No

ADDITION: Yes No ☒ If yes, state funding.

If yes, person(s) to be replaced. S. Maturo

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL ☒ COLLEGE COMMERCIAL OTHER

EXPERIENCE:

See attached job description.

APPROVED BY: _____SEL

_____DF/A

_____DPWFO

LABORER - LG 2

GENERAL STATEMENT OF DUTIES

This is semi-skilled manual labor work involving construction and maintenance activities.

Employees in this classification perform a variety of duties involving physical exertion and stamina requiring manipulative ability in the use of hand tools and equipment as well as the application of skills and knowledge acquired on the job. All work is subject to check-in process and upon completion for adherence to work standards and schedules.

SUPERVISION RECEIVED

Works under the direction of Department Superintendent or his designee who issues instructions, reviews work and inspects work for completion.

TASKS AND DUTIES

Construction and maintenance work on roads, sewers, parks, catch basins and related Town property.

Constructs catch basins, mixes cement, lays tiles and block and installs and connects drain piping.

Lays out playing fields and courts; installs and maintains playground equipment; maintains park and playground buildings.

Rakes and levels materials on roadways with blacktop crews.

Trims limbs.

Chops ice and shovels snow. Works as plow helper when designated.

Assists in painting, carpentry, electrical work, plumbing, traffic signal repair and other trades.

Operates power roller up to 5T, compressor, cement mixer, lawn equipment, leaf vacuum, jackhammer, mist blowers and other power tools.

Operates automotive equipment including dump trucks, trailers, snow plows, vans and rack body trucks.

Performs minor maintenance on equipment.

May be required to provide on-the-job supervision of others doing related work.

Performs related work as directed.

MINIMUM QUALIFICATIONS –KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of methods used in road construction, pipe installation and related work.

Working knowledge of the use of tools, equipment and materials employed in work performed.

Ability to operate automotive equipment.

Ability to operate equipment and hand tools such as compressors, leaf vacuum, lawn equipment, snow blower, tar pot, power saws, pumps and related construction equipment as required.

Ability to understand and follow oral and written instructions.

Skill in use and care of tools, equipment and materials employed in work.

Ability to perform manual labor tasks and work in adverse weather conditions.

Must possess State of Connecticut Class 103 License (Class 2) at time of appointment.

EXPERIENCE

Six months to one year experience in public works activities, construction or related work.

EDUCATION

Two years of high school or equivalent.